Visit the Gateway at *https://gateway.ifionline.org/login.aspx*

Gateway User Guide

Senate Bill 131 Report for
Solid Waste Management Districts

Table of Contents

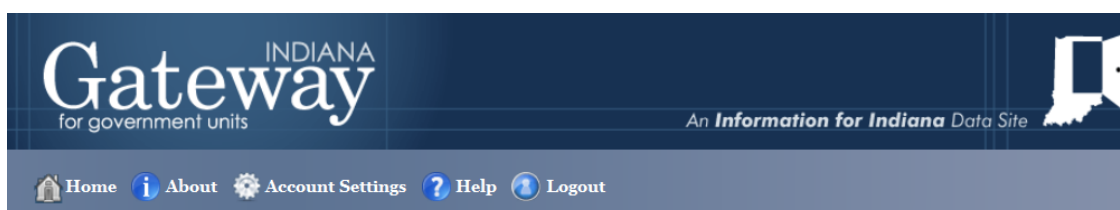## Report Overview

Welcome to the guide for the SB 131 Report for Solid Waste Management Districts. This is the second year for the report as outlined in Indiana Code 13-21-3-13.5 as established by Senate Bill 131. This is an annual report for Solid Waste Management Districts and is due prior to March 1 of each year.

Accessing the Report

You will first need to login to Gateway at https://gateway.ifionline.org/login.aspx with your username and password. If you need any assistance logging in, please contact the DLGF Gateway mailbox at gateway@dlgf.in.gov. Once you have logged in, you will want to select the SB 131 Report for SWMDs icon.

You will then be taken to the Select Unit Menu which will appear similar to the Budgets application. On this page, simply click on your unit and it will take you to the next page. You will notice the year selection drop down box at the top of the page. This will be useful in the future, as you will be able to view previous year's reports in Gateway.

Navigating the Report

After selecting your district from the Select Unit Menu, you will be taken to the Main Menu. On this page you will be introduced to the four steps the report has been broken down into.

- Step 1 must be done first, as it establishes the funds for which data will be entered in the following steps.
- Step 2 consists of entering certain financial information that is required or helps to derive data as required by statute and also allows users to enter their revenues for the previous year.
- Step 3 allows the district to upload supporting documentation for all encumbrances the district is legally obligated to pay.
- Step 4 includes entering programmatic and per capita data.

Select Unit > **Main Menu**

Selected Year: 2012 | **Selected Unit:** 1011 - Adams County Solid Waste Management

User-Level: Submit

View/Print PDF

Step 1: Adding Funds

Current Total Funds: 0

Click to add funds

Step 2: Financial Data by Fund

Add funds in Step 1 to continue

Step 3: Upload Encumbrance Documentation

Add funds in Step 1 to continue

Step 4: Additional Information
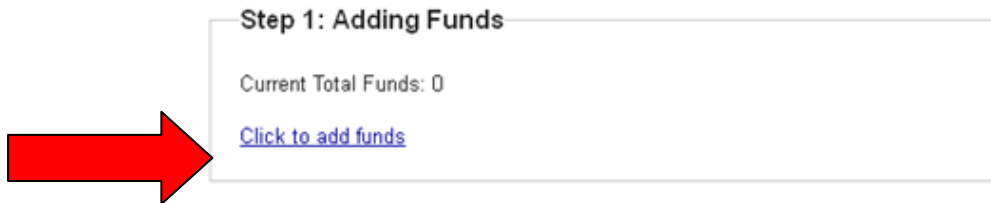
Not ready to submit

Click to edit form

On the left hand side of each step, you will have the ability to work on that specific step through a "Click to edit" button. The edit option will only appear after at least one fund has been added in Step 1.

Step 1: Adding Funds

To begin the reporting process, select "Click to add funds" in the Step 1: Adding Funds section of the Unit Main Menu.

Step 1: Adding Funds

Current Total Funds: 0

Click to add funds

During the first year of this report, funds had to be manually added. Funds will now carry over from the previous year. To add additional funds, select the "Add a Fund" button on the bottom right-hand side.

Select Unit > Main Menu > **Step 1**

Selected Year: 2013 | **Selected Unit:** 1070 - Sullivan County Solid Waste Management

Step 1: Adding Funds

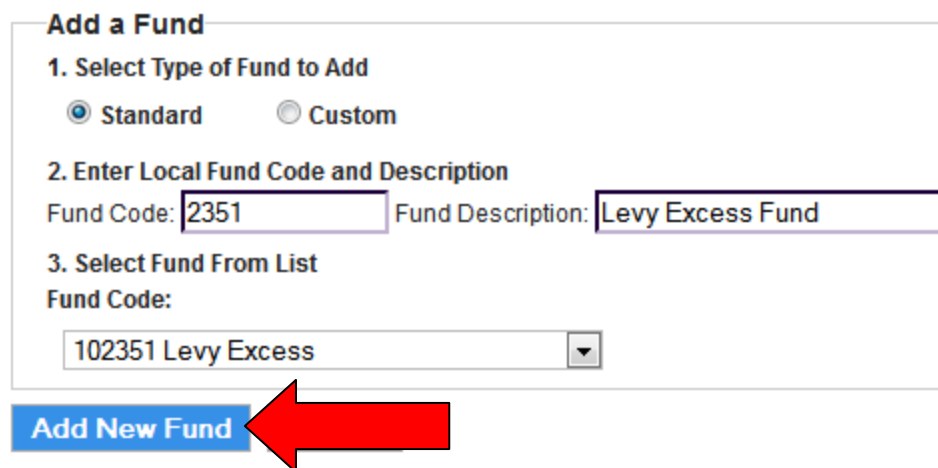Please add all funds that contain district money.

Add a Fund

Now a box will appear which will help with adding your funds. Gateway allows you to choose between adding a "Standard" fund or a custom/home-ruled fund. Choosing the standard fund option in the first section will allow you to link your local fund with a State Board of Accounts fund. If you do not wish to link your local fund to a fund provided, you may select the custom fund type option.

The second section will prompt you for a local fund code and description. The fund code will allow up to six (6) numerical digits and the description can be anything desired.

The third section will only display if a "Standard" fund type is selected. If a standard fund type is selected, you will choose which State Board of Accounts established fund to link to the local fund you are adding.

Add a Fund

1. Select Type of Fund to Add
◉ Standard   ○ Custom

2. Enter Local Fund Code and Description
Fund Code: 2351   Fund Description: Levy Excess Fund
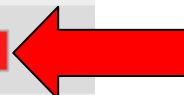
3. Select Fund From List
Fund Code:

102351 Levy Excess

Add New Fund

Once all the fields have been completed, clicking on "Add New Fund" will save the fund that has been entered. Repeat this process until all funds that contain district money have been added. If a fund was added by mistake, it can easily be deleted by clicking on the "Delete" button on the right-hand side of the fund.

Once all necessary funds have been added, Step 1 has been successfully completed. In order to navigate through previous pages in Gateway, please use the "breadcrumbs" (green underlined links) at the top of the page. To return to the Main Menu, select "Main Menu" from the "breadcrumbs" at the top of the page.

Step 1 on the Main Menu has now been updated to display the total number of funds. The Main Menu will display a summary of data that has been entered in each step as the remaining steps are marked as "Ready to Submit."

Step 2A: Expenditures and Balances

The second step collects financial information by fund and is divided into two parts. To begin, click "Click to edit Part A: Expenditures and Balances."

At the top of the page is a drop down menu that will allow you to choose a fund. By clicking on the downward arrow on the right-hand side, a list of all added funds will appear. Please note that each applicable field for all funds that contain district money will need to be completed.

Once the desired fund has been selected, you can begin working on the first of two sections for Step 2A: Expenditures and Balances. This first section is entitled "Expenditure Information" and is shown below.

Statute requires the district to report the total program and personnel expenditures per fund. By entering the total expenditure amounts in these four categories, the DLGF will automatically calculate the program expenditures by adding the supplies, services and charges, and capital outlays amounts. The personnel cost will simply be pulled from the personal services category. The personnel and program expenditures will total from all funds and appear on the Main Menu upon marking Step 2 as "Ready to Submit."

By entering expenditures into these four categories, the DLGF will also derive the total overall and by-fund expenditures and display them on the Main Menu.

> ⚠️ *Please note that you will need to <u>click save</u> at the bottom of the form to save any values entered <u>before</u> navigating to the next fund.* ⚠️

The second section entitled "Fund Balance," asks for the fund's December 31 cash balance and the total amount of any encumbrances the district is legally obligated to pay.

Fund Balance

December 31 Cash Balance
$ 430000

Total Encumbrances
$ 10000
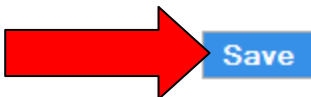
Fund Balance
$ ℹ️

Save

Statute requires a fund balance for each fund, however, this will be automatically calculated for you by subtracting the total encumbrances from the cash balance upon entering the amounts and clicking the save button at the bottom right-side of the page.

Fund Balance

December 31 Cash Balance
$ 430000.00

Total Encumbrances
$ 10000.00

Fund Balance
$420,000.00   ℹ️
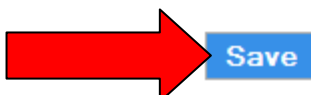
Save

After saving, you will return to the top, and through the select fund drop down menu, you will complete Step 2A for all remaining funds. Please be sure to <u>click save</u> after completing each fund.

Select Fund From List

--Select One--
--Select One--
1001 - General Fund
2351 - Levy Excess Fund
2110 - Closure/Post Closure Fund   r the previous year

Once Step 2A has been completed for every fund that contains district money, you will want to return to the Main Menu. You can return to the Main Menu by selecting "Main Menu" in the green underlined links at the top of the page.
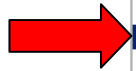
Select Unit > Main Menu   a by Fund

Selected Year: 2012 | Selected Unit: 1011 - Adams County Solid Waste Management

Step 2B: Revenues

To begin Step 2B, select "Click to edit Part B: Revenues and Ready-to-Submit."

Step 2: Financial Data by Fund
Not ready to submit.

Click to edit Part A: Expenditures and Balances
Click to edit Part B: Revenues and Ready-to-Submit

At the top of the page is a "Customize Revenue Codes" link that will allow revenue codes to be added to Step 2B.

Step 2B: Financial Data by Fund - Revenues

Customize Revenue Codes

Select Fund From List

1001 - General Fund
No revenues entered for this fund.

Once "Customize Revenue Codes" is selected, there will be an option to copy all revenue codes from Form 2 in the 2014 Budget and/or manually add them from a standardized list.

Customized Revenue Codes List

Roll Revenue Codes from Form 2 of Gateway Budget
Click here to copy

The bottom section of the page can be used to manually add revenue codes to Step 2B. In order to add a revenue code, simply click "Add" on the right-hand side.

Revenue Codes Available for this Unit

Code	Description	Category	Action
R1010	General Property Taxes	TAXES AND INTERGOVERNMENTAL	Add
R1020	County Adjusted Gross Income Tax (CAGIT) Certified Shares	TAXES AND INTERGOVERNMENTAL	Add
■ ■ ■			
R416A	District Ownded Landfill Fee	CHARGES FOR SERVICES	Add
R416B	Landfill/Cleanfill Tipping Fees	CHARGES FOR SERVICES	Add
R416C	Host Fees	CHARGES FOR SERVICES	Add
R416D	User Fees	CHARGES FOR SERVICES	Add
R416E	Transfer Station Fees	CHARGES FOR SERVICES	Add

Once a revenue code has been added, it will appear in the "Revenue Codes Selected" table near the top of this page.

Roll Revenue Codes from Form 2 of Gateway Budget
Click here to copy

Revenue Codes Selected for this Unit

Code	Description	Category	Action
R416B	Landfill/Cleanfill Tipping Fees	CHARGES FOR SERVICES	Remove
R416C	Host Fees	CHARGES FOR SERVICES	Remove
R416D	User Fees	CHARGES FOR SERVICES	Remove
R9020	Earnings on Investments and Deposits	OTHER RECEIPTS	Remove
R9050	Sale of Capital Assets	OTHER RECEIPTS	Remove
R9080	Donations, Gifts, and Bequests	OTHER RECEIPTS	Remove

Once all necessary revenue codes have been added, please return to Step 2B to begin entering the revenue amounts.

At the top of the page is a drop down menu that will allow you to navigate between funds. Once revenue codes have been added and a fund has been selected, you will choose a revenue code on the left-hand side with the drop down menu, enter the total amount of the specified revenue received in the previous year, and click "Add" to save the information entered. Users also have the option of entering any notes.

Select Fund From List

1001 - General Fund

No revenues entered for this fund.

Revenue Detail	Item Amount	Item Notes	Action
R416B - Landfill/Cleanfill Tipping Fees	450000	Enter any desired notes here	Add

Once all revenues have been added for a fund, please be sure to enter revenues for the remaining funds, if applicable.

Select Fund From List

	Item Amount	Item Notes	Action
1001 - General Fund ▼			
2351 - Levy Excess Fund			
1001 - General Fund	450000.00	Enter any desired notes here	Edit Delete
2110 - Closure/Post Closure Fund			
R416C - Host Fees	20000.00		Edit Delete
R9050 - Sale of Capital Assets	55000.00		Edit Delete
R416B - Landfill/Cleanfill Tipping Fees ▼			Add

Once the revenues have been entered and saved for each fund, you will want to mark Step 2 as ready to submit by checking the small check box in the yellow Ready to Submit bar at the bottom of the page.

☑ Ready to Submit ℹ️

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Main Menu. Only Submitting the form to DLGF from the Main Menu will turn off the editing function of the form.

Once the box is checked, the section will be marked as "Ready to Submit." At anytime the checkbox can be unchecked and no longer be marked as ready to submit.

Now that you have completed Step 2 and marked it as ready to submit, you will return to the Main Menu by selecting Main Menu in the green underlined links at the top of the page.

Select Unit > Main Menu cial Data by Fund

Selected Year: 2012 | **Selected Unit:** 1011 - Adams County Solid Waste Management

Once Step 2 has been marked as Ready to submit, the Main Menu displays a summary of the data entered along with the personnel and program expenditures derived from the entered data.

Step 2: Financial Data by Fund

Ready to Submit!

Fund	Expenditures	Cash Balance	Encumbrances	Fund Balance	Revenue
2351 - Levy Excess Fund 102351 Levy Excess	$1,500.00	$600.00	$0.00	$600.00	$0.00
1001 - General Fund 101001 General	$1,042,000.00	$430,000.00	$10,000.00	$420,000.00	$525,000.00
2110 - Closure/Post Closure Fund	$13,000.00	$0.00	$0.00	$0.00	$13,000.00
Total	$1,056,500.00	$430,600.00	$10,000.00	$420,600.00	$538,000.00

Total Personnel Expenditures: $450,000.00 ℹ️

Total Program Expenditures: $606,500.00 ℹ️

Click to edit Part A: Expenditures and Balances
Click to edit Part B: Revenues and Ready-to-Submit

Step 3: Upload Encumbrance Documentation

Solid Waste Management Districts are required to list each encumbrance that the district is legally obligated to pay and upload a scanned PDF copy of documentation that supports each one. To begin Step 3 you will click on "Click to Edit Form."

If your unit does not have any encumbrances, you will want to skip down to the bottom of the page and mark it as "Ready to Submit" and move on to Step 4.

If your unit is legally obligated to pay an encumbrance, please be sure that you have a scanned image saved on your computer to support each encumbrance prior to starting on Step 3. You will now need to complete the fields below to link the file to a specific fund and purpose. First, you will select the fund that contains the encumbrance, from the drop down menu, for which you are uploading documentation.

Next, you will want to enter a short description or name of the encumbrance.

Your last data entry field for this step is to enter a description of the document that supports the encumbrance.

Encumbrance Name / Purpose

Sharps Contract

Enter a File Description

Purchase Order

You will now need to choose the file you are uploading. To locate the file, click on "Browse."
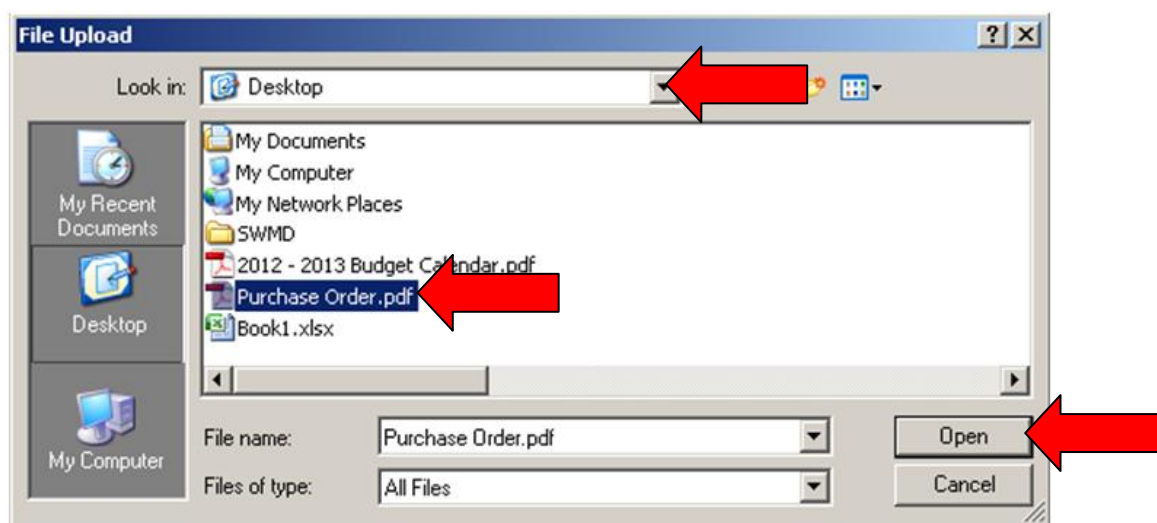
Enter a File Description

Purchase Order

Select File to Upload

Browse...

Upload File

Once browse is selected, the following pop-up box should appear. Now you will recall where the scanned PDF documentation was saved. To view the location it was saved, please click on the "Look in:" drop down box to select the location, such as "Desktop" or "My Documents." Next, click on the file that contains the scanned image; it should now be highlighted in blue. The file name will appear towards the bottom of the page and you can now select "Open" to finalize your file selection.

File Upload

Look in: Desktop

My Documents
My Computer
My Network Places
SWMD
2012 - 2013 Budget Calendar.pdf
Purchase Order.pdf
Book1.xlsx

File name: Purchase Order.pdf   Open

Files of type: All Files   Cancel

The final step to upload the file is to click the "Upload File" button on the bottom right-hand side.

Select File to Upload

C:\Documents and Setti   Browse...

Upload File

Once a file has been uploaded, a table will appear with the upload data and a clickable link to the file. To ensure the proper file was uploaded, you may select the blue underlined file link. If you uploaded another file by mistake, an upload can be deleted by clicking on the delete option on the right-hand side of the table.

Encumbrance Name / Purpose	Fund	Description	File	File Upload Date	
Sharps Contract	1001 - General Fund 101001 General	Purchase Order	Purchase Order.pdf	12/31/2012 10:05:26 AM	Delete

Please be sure to upload supporting documentation for each encumbrance the district is legally obligated to pay. To upload documents for another encumbrance, simply follow the same steps listed above.

This process may seem quite burdensome to Solid Waste Management Districts with a large number of encumbrances, but there is another way to upload documentation. Statute requires that each unit submit a list of encumbrances, by fund, and supporting documentation for each encumbrance.

For each fund that contains an encumbrance, you can scan and upload a single file that contains:

- A list of encumbrances for the fund
- Supporting documentation for each encumbrance

Once documentation has been uploaded for each encumbrance, or if you do not have any encumbrances, Step 3 should be ready to be marked as "Ready to Submit.

☑ Ready to Submit

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Main Menu. Only Submitting the form to DLGF from the Main Menu will turn off the editing function of the form.

You can return to the Main Menu by using the "breadcrumbs" at the top of the page.

Select Unit > Main Menu > **Step 3: Upload Encumbrance Documentation**

Similarly to Step 2, Step 3 on the Main Menu now presents a summary of the data entered. If any data needs to be updated, select "Click to Edit Form."

Step 3: Upload Encumbrance Documentation

Ready to Submit!

Encumbrance Name / Purpose	Fund	Description	File	File Upload Date
Sharps Contract	1001 - General Fund 101001 General	Purchase Order	Purchase Order.pdf	12/31/2012 10:05:26 AM

Click to edit form

Step 4: Additional Information

The final section is entitled "Step 4: Additional Information." This section will ask for programmatic and per capita expenditures as required by statute. To begin, click on "Click to edit form."

Step 4: Additional Information

Not ready to submit

Click to edit form

The first field asks for the "total amount of solid waste disposed in the district for which the district is financially responsible for." To complete this, simply click in the box below and type in the total numerical amount in tons. <u>Please note that these figures will not save until you click save</u> on the bottom right-hand side of the form.

Step 4: Additional Information

Total amount of solid waste disposed in the district for which the district is financially responsible for:

15700   Tons

Your next programmatic field asks you to enter the "total amount of recycling carried out in the district for which the district is financially responsible for." Just like the previous field, simply click in the box below and type in the amount in tons.

Total amount of recycling carried out in the district for which the district is financially responsible for:

480   Tons

The next field asks for your expenditures per capita. You may want to derive this amount by taking the district's total amount of expenditures in the year and dividing it by the total population that is contained within the district. There are several sources for population data. If you move your mouse over the blue information icon, the link to the following website will appear under "2011 Stats" http://www.stats.indiana.edu/population/popTotals/2011_cntyest.asp.

Expenditures per capita: $ 17.76   [i] You may want to derive this amount by taking the district's total expenditures in the year and dividing it by the total population that is contained within the district. There are numerous sources for population data, and the following website contains population data broken down by county -> 2011 Stats

Please enter any notes here:

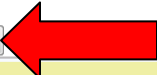Once you have your expenditures per capita entered you may move onto the notes section.

The notes field below allows you to provide additional information not currently included in this report. Some examples include explaining how you came to your expenditures per capita amount, breaking down the types of recycling collected, or any other information/explanation you wish to include with your report.

Please enter any notes here:

In order to derive the expenditures per capita amount, I took the total expenditures and divided it by the county population found on the census.gov website. I would also like to note that out of the 480 tons of recycling, 10 tons consisted of electronic waste.

Save

In order to save the information you have entered in Step 4, be sure to click "Save" on the bottom right-hand side of the page. Once this page has been completed, it should be ready to be marked as "Ready to Submit"

Save

☑ Ready to Submit

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Main Menu. Only Submitting the form to DLGF from the Main Menu will turn off the editing function of the form.

Now that Step 4 has been completed, you can return to the Main Menu by selecting "Main Menu" in the green underlined links at the top of the page.

🏠 Home ℹ About ⚙ Account Settings ❓ Help 👤 Logout

Select Unit > Main Menu   ormation

Now you will notice that the Step 4 section in the Main Menu displays a summary of the data you have just entered, including the comments entered in the notes field.

Step 4: Additional Information

Ready to submit!

Total amount of solid waste disposed in the district: 15700.00 Tons

Total amount of recycling carried out in the district: 480.00 Tons

Per capita Expenditures: $11.76

Additional Notes: In order to derive the expenditures per capita amount, I took the total expenditures and divided it by the county population found on the census.gov website. I would also like to note that out of the 480 tons of recycling, 10 tons consisted of electronic waste.

Click to edit form

Signing and Submitting the Form Electronically

Once Steps 2, 3, and 4 have been marked as "Ready to Submit," users with submission rights should see an electronic signature panel at the bottom of the Main Menu. The signature box will be invisible to users with edit or read-only rights. If you do not see this, please make sure that Steps 2, 3, and 4 have been marked as ready to submit. If these three steps are marked as ready to submit and you still do not see the signature panel, you may contact gateway@dlgf.in.gov to see who has submission rights.

To sign and submit the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN has been sent to the person with submission rights via email. You may contact the DLGF at gateway@dlgf.in.gov in case you have lost or not received a PIN. The date field will automatically populate upon submitting the form.

Once the information in all four steps have been verified to be accurate and complete, the report can be finalized by clicking on the "Sign and Submit" button on the bottom right-hand side of the page. Please note that once the report has been submitted, the report will no longer be editable, so it is important to double check your data.

Once submitted, large red text will appear that states, "**This report has been submitted**" and Steps 2, 3, and 4 will display as "**Submitted**" in green text where it once read, "Ready to Submit!"

You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the DLGF at gateway@dlgf.in.gov.

Viewing and Printing the Form

Similarly to other reports in Gateway, this report can be accessed in the future by selecting the desired year at the Select Unit Menu.

Gateway keeps an electronic copy of your reports for you to access at any point in time. This provides the opportunity for users to use less paper.

We also understand that there are some situations where users may want a printed copy of the report. Once you have marked at least one step as "Ready to Submit," or even after you have submitted the report, the Main Menu summary page can be printed directly from Gateway. To do so, click the button at the top-left corner of the form that reads, "Click Here for Print/Viewing Options." Next click on the link that reads, "View/Print PDF."

Once you see the page appear in a new window simply click on the printer icon on the top left hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email copies of your report or post them on a website.

Congratulations! You have successfully submitted your SB 131 Report for Solid Waste Management Districts. If you have any questions, please email the Gateway inbox at gateway@dlgf.in.gov.